

## **Terms of Reference**

### **Early Career Advisory Panel**

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The Biochemical Society is committed to supporting the molecular bioscience community, with those at the early stages of their careers being important and key members of that community.

The Early Career Advisory Panel aims to shape the way that the Society achieves its mission by discussing issues related to the early career audience (ECMs) and engaging with those in the early stages of their career in all areas of the Society's activities.

#### **1. Duties**

- Discuss issues specifically related to ECMs.
- Represent the views of ECMs within the Society.
- Be proactive in offering advice so that the concerns and needs of this section of the community can feed into the Society's overall strategic objectives.

#### **2. Composition**

##### **i) Internal structure**

The Early Career Advisory Panel will be composed of 10–15 members, with the Chair of the Panel also a Trustee of the Society. With the exception of the Chair, whose length of office is linked to their role as a Trustee of the Society, each member shall serve for a period of four years (or until they are no longer considered as 'early career', as per the Biochemical Society definition), with the possibility of an extension up to a further three years (where this supports the objectives of the panel and is agreed by the Chair). The maximum term of office for any member of the panel shall be seven years.

Further input into ECM activities will be gained from other relevant Committees and Advisory Panels within the Society, and the wider membership and community.

##### **ii) Composition**

The Panel should be comprised of representatives from both academia and industry who are considered ECMs as per the Biochemical Society definition.

Where required, and in exceptional circumstances, Early Career Representatives from other Society panels/committees that do not conform to the Society's current definition of an ECM can be invited to join ECAP.

##### **iii) Selection of Members**

Members of this Panel will be selected from the Biochemical Society Membership, and from external parties if the skills and other requirements defined for this panel are met.

#### **3. Meetings**

##### **i) Frequency of meetings**

- The Early Career Advisory Panel will meet at least four times a year, with additional business to be carried out electronically where possible.
- The Chair of the Early Career Advisory Panel may convene additional meetings as necessary and within budget.
- Members who are absent from two meetings in a row may be asked by the Chair to reconsider their availability to serve on the panel. Members who are absent from three meetings in a row may be asked by the Chair to resign their position.

**ii) Quorum**

- A quorum shall be 6 members.

**iii) Agenda and papers**

- An agenda, along with documentation/information/reports supporting the items under discussion, will be circulated by email to members of the Early Career Advisory Panel a minimum of seven (7) calendar days before a meeting.
- Final minutes will be circulated to all panel members, and others in attendance, as close to three (3) calendar weeks after the meeting takes place as is practicable.

**iv) Decision making**

- Where possible, a general consensus identified by the Chair of the Early Career Advisory Panel will be sufficient to consider a matter passed, rejected or deferred.
- Where consensus is not possible, all decisions will be made by a ballot, with each panel member holding one (1) vote. Where an equity of votes occurs, the Chair may cast an additional vote to finalise the decision or may defer the decision for later action.

**4. Reporting procedures**

**i) General**

- The Early Career Advisory Panel reports to the Council of Trustees through its Chairperson.

**ii) Annual General meeting**

- The Chair of the Early Career Advisory Panel is to attend the Annual General Meeting, held in June/July of each year, to represent this Panel. If this is not possible, a further member of the panel may attend in their stead.

**5. Ownership of Terms of Reference**

These Terms of Reference are owned by the Chair of the Early Career Advisory Panel and Council of Trustees.

2 February 2023